



## MEETING MINUTES PLAINSVIEW SCHOOL COMMUNITY COUNCIL (PSCC)

LOCATION	Plainsview School
DATE	April 1, 2025
TIME	6:40- 8:10

	Executive Members / Voting Members	Present (Y) Regrets (X)	Elected Members / Voting Members	Present (Y) Regrets (X)
<b>VOTING MEMBERS</b>	Mishayla Kapell, Chair	Y	Melissa Mayer, Healthy Hunger Coordinator	Y
	Crystal Nieviadomy, Vice-Chair & Social Media Lead	Y	Jen Oranchuk	R
			Vanessa Ottenbreit	Y
	Lisa B, Treasurer & Secretary	Y	Tara Labuik, Babysitter Coordinator	Y
			Andrea Martineau	R
			Courtney Toothill	R
<b>SCHOOL LIAISON</b>	Erin Betson, Administration Liaison	Y	Lacey Weeks, Regina Public School Board Trustee	
	Andrea Morphy, Administration Liaison	R	Rhonda Donais, Staff Liaison	Y
<b>GUESTS</b>	Laurel Werner			

1.0	<b>Call to Order</b>
	Meeting was called to order 6:40
1.1	<b>Welcome and Introductions</b>
1.2	<b>Adoption of Agenda</b>
	Motion to adopt agenda for April 1, 2025 Motion: Melissa Mayer Second: Vanessa Ottenbreit Favor: All Opposed: None
1.3	<b>Adoption of Meeting Minutes</b>
	Motion to approve the minutes from March 4, 2025 Motion: Melissa Mayer Second: Erin Betson Favor: All Opposed: None

<b>2.0</b>	<b>CRIMINAL RECORD CHECKS</b>
<b>Standing Action Item</b>	
<p>Members submitting or completing the declaration at the office or showing a copy of their CRC to a committee member, can then be documented in the meeting minutes as proof this was completed. If the CR is on record at the school board; and the volunteer is active, they can sign a declaration with the school. If there is a break in volunteering, then the individual will need to obtain a new criminal record check.</p> <p>Jan 2025: All SCC members have submitted their declaration and/or CRC.</p>	



<b>3.0</b>	<b>PAST / DEFERRED ACTION ITEMS</b>
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### Past Action Items

- Lisa to work on a Treasurer handbook (how to guide) - No deadline.
- Mishayla to research costs for a new tool to replace Google Drive - No deadline.
- Mishayla to research Vistaprint for advertising materials for the SCC – No deadline.
- Andrea to work on sponsorship Letter for playground grants (paint, repairs, etc..) – No deadline.
- Mishayla to post revised agenda for March meeting – complete
- Lisa to correct spelling errors on teacher’s names in February meeting – complete

<b>4.0</b>	<b>REPORTS</b>
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<b>4.1</b>	<b>Admin Report</b>
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### Past Action Items

- N/A

### Standing Item – SCC Approved Budget Purchases and Payments

- **ACTION:** Erin will follow-up on the literacy account balance and the February DJ invoice. The SCC will use the balance of the RPS grant to ensure the funding isn’t unused.
- **ACTION:** To help with future planning, Erin will find out who uses the blue mats, which ones, and what condition they are in. This will help the SCC do an inventory of quantity and quality of the blue mats.

### Admin Report

- Mar 31 – Autism Awareness Week
- April 3 – Grade 8 farewell photos
- April 4 – No school; 3-way conferences
- April 9 – Hotdog Fundraiser
- April 17 – Last day before Easter break
- March Math Madness: The night was great; was a hit.
- Staffing for 2025/2026: Already starting to look ahead to next year. The Admin placements were announced and Erin and Andrea will remain at Plainsview next year. The team will start to look at student projections, and resourcing but staff lists won’t be released until mid-June.

<b>4.2</b>	<b>SCC Chair Report – Mishayla Kappel</b>
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### Past Action Items

N/A

### Ratify E-Motions

N/A

### New Items

N/A



**4.3 SCC Vice-Chair Report - Crystal Nieviadomy**

**Past Action Items**

- NA

**New Items**

**Virtual Information Session**

Crystal has worked on coordinating some “Lunch and Learns”. Crystal has four sessions planned, or nearing confirmation. Planning to have one in April, two in May, and one in June. Once the April events are over, Crystal will work on promoting these events. These will be offered on Zoom, and will require a license but may stay within budget. If not, Crystal will submit an e-motion to the committee. Some sessions are 35-45minutes and one is trying to trim down the material to create space at the end of the Lunch and Learn for a question period. The days of the week will vary to ensure we offer the most flexibility to the families as possible.

- Healthy Language
- CPA Canada; teaching/raising money smart kids
- Youth Matter Canada; supporting mental well being
- MOJ – Healthy Relationships or GOV – Embrace Life (coping strategies)

**Grade 8 Grad SCC Award**

The SCC had a placeholder for an idea of offering a SCC Award at the Grade 8 Graduation. The SCC discussed this new initiative and decided to defer this until the next school year with the recommendation that this could be promoted at the start of the school year, where students track their volunteerism and could list their activities for the whole school year. By deferring this new initiative to the next school year, it allows the SCC time to create some communication materials explaining the plan, initiative, purpose, etc...

**4.4 Treasurer Report – Lisa B**

**Past Action Items**

N/A

**Financial Report**

**SCC Financial Report**

*In an attempt to reduce paper use and centralize the SCC information, the SCC agreed to review the monthly budget at the meeting and summarize the details in the minutes. The monthly financial report shown during the meeting will demonstrate the current state and future state forecasted spending. The following shows the total funds in the account less any known cheques that are pending withdrawal from the account.*

April 1, 2025 Account Balance: <b>\$15,264.44</b>
Uncashed Cheques: <b>\$1,276.30</b>
<b>Funds Available: \$13,988.14</b>
<i>*Note: This does not account for future planned activities and is a snapshot in time.</i>

*Based on the financial report and the forecasted spending, the SCC agrees we are in a position to not do another spring fundraiser.*



## 4.5 Committees/Activities

### Grade 8 Grad Parent Committee Request

Tara and Laurel, as a parent committee members requested the SCC for support for the Grade 8 graduation. The location has been booked and a deposit provided. The funds can be allocated to Plainsview Grade 8 Farewell Committee.

Motion to provide the designated funds from the SCC budget to the Grade 8 Grad Parent Committee based on the invoice/quote provided by the venue, with a guarantee that the receipt be provided by June 30, 2025. These funds are allocated with the understanding that if the event is cancelled or changed, the full funds be returned to the SCC.

Motion: Lisa Boogaard

Second: Mishayla Kapell

Favor: All

Opposed: None

Abstained: Tara Labuik

### Healthy Hunger Coordinator - Melissa Mayer

<https://www.signupgenius.com/go/10C0D4AADAB2EA3FEC70-44787324-healthy#/>

Melissa investigated the January Subway deposit of \$35.00. It appears that the vendor's change in pricing may have been applied to our pre-determined amounts and this deposit was to correct that adjustment.

#### Upcoming Dates

April 15 ☐ Booster Juice

April 30, 2025 ☐ A&W

May 14 ☐ Swirl World

May 27 ☐ Subway

June 1 ☐ DQ

### Babysitter Coordinator – Tara Labuik

Past Action Item: Follow-up on CHQ 332 – A. Healey's cheque from December. Tara had followed up with the family via email but also followed up with A. Healey at the meeting; the family will deposit both cheques soon; there is no issue with the December cheque.

### April Events

#### **April 16 - Spring Bingo Family Night – Vanessa Ottenbreit and Courtney Toothill**

Bingo cards were donated; there are hundreds of card packages. The prizes have been picked up and the receipt submitted to the SCC. The posters have gone out to families. Healthy Hunger will be offered to families, via the app. There will be a communication via Healthy Hunger to all registered families clarifying that the April 16<sup>th</sup> offering is for a supper at the BINGO event. Erin suggested the use of the camera device that can project a table top (suggested the called numbers). The event would also like to use the microphone. A canteen will be open with ice cream, chips, water, etc... this will be cash only. Lisa will coordinate a cash box and float for the canteen and a second one for the ticket sales. Will require a lot of small bills and coins. The pre-signup will help estimate numbers. Volunteers will be



needed to set up, the HH table, the canteen, runners, card sales, and cleanup. A volunteer team for the technical setup (microphone, projector, etc..) will also be needed. The school kitchen has been booked.

**ACTION:** Crystal will set up a sign-up genius.

EVENT: Entry will be through the community entrance, families can grab their cards, HH delivery will be near the kitchen around 5 with families picking up their supper at 5:15. Bingo will start around 5:45 with as many games as possible until 7:00, when the final black out game will occur. Blackout game will run for up to, or approximately, 30 minutes. End of event is 7:30, followed by clean up. To encourage pre-signup, families who submit their forms will have their name entered for a door prize.

**April 17 - Administration Professional Day – Melissa Mayer**

April 17<sup>th</sup> can be the date to accommodate the days where there is no school.

**May Events**

**National Principal Day – Melissa Mayer**

**Staff Treat – Crystal Nieviadomy**

Originally planned for April 4, recommend deferring to May.

**June Events**

**Staff Treat – Slurpee’s’ - Mishayla Kapell and Crystal Nieviadomy**

**End of Year Treats for the Kids – Vanessa Ottenbreit**

**Tentative/Future Discussions:**

**Douglas Park Canteen**  
Further inquiries required.

**End of Year BBQ**  
**ACTION:** Melissa to look at the availability of the BBQ; Tuesday June 10<sup>th</sup>  
June 10<sup>th</sup> is the preferred. June 17 is the back up.

5.0	Other/New Items
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N/A

6.0	Next Meetings
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- May 6, 2025
- June 3, 2025 – Last meeting and AGM
  - **ACTION:** The SCC has to promote the AGM 30 days in advance (by May 3), Erin can post on Twitter.
  - **ACTION:** Lisa to email the committee members about their terms and their expiry and inquire about their interest to remain on the committee.

7.0	Meeting Ended	Meeting adjourned 8:10
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